

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

ADMINISTRATOR – ATTORNEY PROBATE DIVISION

(Judicial Services Administrator V)

**POSITION IS WITH THE PROBATE DIVISION OF THE SUPERIOR COURT
LOCATED AT 101 W. JEFFERSON, PHOENIX**

RECRUITMENT DATES: **Monday, August 7, 2000 – Open Until Filled**

SALARY: \$45,947.20 (range minimum) - \$68,910.40 (range maximum) Annually

QUALIFICATIONS: Bachelor's Degree from an academically accredited college or university, preferably including a major in Business, Public or Judicial Administration or a closely related field and six years of professional level court related experience; a Master's Degree in Business, Public or Judicial Administration or a closely related field may be substituted for one year of the required experience.

PREFERRED: The Probate Administrator may serve from time-to-time as judge or commissioner pro tem in addition to their regular duties. Due to the nature of these duties, preference will be given to candidates who meet the statutory requirements for judges pro tem and commissioners pro tem. The Arizona Constitution, Article VI, § 22 requires that judges pro tem and commissioners must be at least 30 years of age, of good moral character and admitted to the practice of law, must be a duly licensed member of the state Bar and a resident of the state of Arizona for five years immediately preceding the appointment. Article VI, § 37 requires that a nominee shall be under 65 years of age at the time of appointment or hire.

ESSENTIAL FUNCTIONS: Administers the Probate Division of Arizona Superior Court in Maricopa County. Hires/fires, supervises, and evaluates all Probate Division administrative personnel. Assists Court in policy development and implementation. Interfaces and coordinates activities with judiciary, court administrative staff, agencies, other government departments and community organizations as needed. Reviews and evaluates program effectiveness by conducting relevant research.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet address: www.maricopa.gov

NOTE TO EMPLOYEES: Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106045 / KAC, 7a
RECRUITMENT ABBREVIATION CODE: JSA5-AAP

DATE PUBLISHED: Monday, August 7, 2000

SUPPLEMENTAL INFORMATION
ADMINISTRATOR – ATTORNEY PROBATE DIVISION
(JUDICIAL SERVICES ADMINISTRATOR V)

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have experience working with probate or related court administration? ☐ YES ☐ NO ____ #yrs
If yes, please detail your experience below.

2. Do you have experience working with or handling the hiring/firing, supervision and evaluation of administrative personnel? If yes, please detail your experience below. ☐ YES ☐ NO ____ #yrs

PLEASE SEE REVERSE SIDE FOR ADDITIONAL QUESTIONS

3. Have you assisted courts in policy development and implementation? If yes, ☐ YES ☐ NO ____ #yrs
please describe.

4. Do you have experience coordinating activities with a variety of court, legal, ☐ YES ☐ NO ____ #yrs
government and external agencies and community organizations? If yes, please
describe.

SIGNATURE

DATE